



Department of
Job and Family Services

John R. Kasich, Governor

Michael B. Colbert, Director

April 27, 2012

TO: PCSA/PCPA Directors and SACWIS Super Users

FROM: Jennifer R. Justice, Deputy Director
Office of Families and Children

SUBJECT: SACWIS Update

SACWIS Infrastructure Upgrade ~ Project work continues to complete migration of SACWIS onto new AIX/WAS 7 environments. The upgrade reduces redundancy, streamlines back up/recycling activities, leverages new functionality and ensures SACWIS support. As with any large technical project, risk mitigation strategies are ongoing throughout the development life cycle:

- **Monthly Deployment Respite** ~ Future deployments will occur after successful migration onto the new production environment. The next build is inclusive of many items (CRIS-E interface), additional time to test and prepare is required.
- **County Participation in Testing** ~ Counties can participate in testing during the actual production cut-over weekend (targeted for Memorial Day Weekend) on the evening of May 27 through May 28 (more information to follow under separate cover).
- **Periodic Check Points** ~ Cross functional teams will administer periodic check points as key milestones are achieved throughout the cut-over/go-live weekend.
- **Alternative Cut Over “Back-Up” Dates** ~ Memorial Day weekend is targeted for go live, but alternative dates will be explored if testing results reveal more time is needed; should this occur counties will be consulted.
- **Communication Protocols/Documentation Alternatives** ~ Counties should ensure crisis communication protocols are reviewed and in place should unexpected problems occur. During normal work hours, please contact the SACWIS Help Desk and after hours please contact Production Control at 800-686-1580, Option 2

Child Welfare Data Mart & Results Oriented Management ~ Active work continues to provide counties with additional reporting tools. Results Oriented Management “ROM” training resumes on the following dates: May 14th & 17th (Columbus), May 15th (Bowling Green), May 16th (Cincinnati). ROM is a partnership with the University Of Kansas and Casey Family Programs. The tool is designed to quickly provide ways for users to analyze kid counts, create cross tabs and produce charts/graphs. ROM provided the impetus to develop a child

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welfare data mart and automate/improve OFC Business Intelligence Channel "BIC" reports. Long term, we expect additional data elements to be added to the data mart to enrich the scope of possible reports (we are currently working on visitation and service utilization reports) and ease of use for counties.

Online Report Form Templates / Performance/Onsite County Visits ~

Members of the SACWIS leadership team conducted six (6) onsite county visits (Montgomery, Summit, Portage, Cuyahoga, Lucas and Hamilton) to build upon existing partnerships and better understand report performance issues/needs. While feedback was mixed, some common themes emerged. We understand end users still continue to receive "error messages"/"time outs" when generating online forms (case plans, home study, semi annual reviews, intake forms). Some counties saw improved performance while others still encountered unacceptable performance. We know local environmental issues (versioning and down loading of browsers, security monitoring tools, local servers, etc.) can impact online report performance. We also know state server and application problems cause some performance problems. The team has converted 98% of existing online form templates to a newer supported version of COGNOS. **Once the infrastructure upgrade technologies (Web Sphere 7 and Oracle 11g) are fully operational in the new production environment, additional performance improvements will be initiated and deployed in August 2012.**

CRIS-E Interface ~ Approximately 95% of the development work to support the SACWIS/CRIS-E interface is complete; deployment is being "held" until the new production environment is successfully migrated. While the interface provides TANF eligibility information for custody youth, the team continues to communicate additional access needs/issues to federal partners and stakeholders. Stay tuned; counties will be called upon to assist us with testing activities as the deployment date approaches.

Services Data and Enhancements ~ SACWIS enhancements continue to reduce duplication, provide alternatives and streamline functionality to consistently capture service information. Service information is critical in understanding community needs and the effectiveness of child welfare responses (particularly with major initiatives such as ProtectOHIO, Kinship and Differential Response). Recently county specific reports were sent to assist county staff with updating service information. Some counties are making great progress. To follow up, teleconferences are scheduled for Tuesday, May 1st: 9:00 a.m. to 10:30 am (counties with letters that begin A – Lo) and 1:00 p.m. to 2:30 p.m. (counties with letters that begin with letters Lu through W). You can join the teleconference at 1-877-820-7831, pass code 697258# (participant lines are limited).

Federal Financial Reporting/4281 and Independent Living Services ~ A Webinar was conducted on April 17, 2012 to provide an overview of the SACWIS

generated Children Services Quarterly Statistical Report (4281). The Webinar provided a walk through of Parts I through V of the report including: how to create Independent Living (IL) case services, how to link IL services to a provider, how to get payments to appear on the report, how statistical numbers populate on the report pertaining to placement days, adoption days, and eligibility ratios. The Webinar, a copy of the MS PowerPoint presentation as well as questions and answers are available and can be accessed on the global drive at Q:\PUBLIC\SACWIS\Recorded Webinars\4281 and will also soon be posted to the SACWIS Knowledge Base at: <http://jfskb.com/sacwis/index.php/financial/107-jfs-04280-04281/376-4281-webinar>.

Please note: Procedure Letter 231 (dated March 26, 2012 attached) was previously issued for Oct-Dec 2011 4281 SACWIS data (January-March 2012 cost quarter). A new Procedure Letter "Title IV-E Foster Care Expenditure Report" for the January-March 2012 reporting period (April-June 2012 cost quarter) is currently in clearance (<http://innerapp.odjfs.state.oh.us/clara/public/clearance.aspx>). **For the April-June 2012 SACWIS data (July-September 2012 cost quarter), PCSAs will have until August 31st to make corrections, disburse payments and update information in SACWIS.** At that point, the system will freeze the data and change the report status from "preliminary" to "final" on September 1st.

FFY2013 SACWIS Priorities ~ The SACWIS team continues to look for ways to improve communication/feedback on project priorities. Based upon prior survey feedback and ongoing discussions, FFY2013 priorities include:

- ✓ completing the upgrade
- ✓ improving aggregate report availability and accuracy
- ✓ improving system performance
- ✓ improving and streamlining activity log functionality
- ✓ creating AFCARS prompts/displays and error/correction tools
- ✓ creating editing ability to add services on closed cases
- ✓ developing a tickler jump to ease data entry corrections/additions
- ✓ implementing a financial work load for foster care maintenance
- ✓ completing court work (appeals, visual linking and streamlined data entry)
- ✓ initiating the child support interface
- ✓ improving training and technical assistance

Other work that is not currently prioritized but under review include: developing the analysis/requirements for options to support the court interface or data exchange, exploring the development of additional field assistant/mobile application options and researching eventual replacement of Optimal J. We also know county agencies would like additional functionality to improve how intakes are documented on adoption cases (these enhancements are under review but are not scheduled at this time).

Please feel free to share your thoughts about SACWIS priorities by contacting Tresa Young by e mail at tresa.young@ifs.ohio.gov or ongoing discussions in Statewide User Group and/or other venues.

SACWIS Training ~ Did you know the Ohio Child Welfare Training Program "OCWTP" has been partnering with county and state SACWIS staff to develop a pilot CAPMIS refresher training? We especially appreciate County Super Users (Jen Koetter, Warren County; Cindy Ricketts, Clinton County and Shannon Glendon, Butler County) for their work to incorporate SACWIS screenshots and references into the CAPMIS refresher training. Kyle Hoffman, Pam Quigley, Beth Ann Rodriguez, Kelley Gruber, and Pam Severs from IHS, as well as Darren Varnado from the South West Ohio Regional Training Center, have been instrumental in communicating county training needs and thinking about how to integrate SACWIS into CORE casework training in the future.

New SACWIS Knowledge Base ~ Most of you have logged onto the new SACWIS knowledge base at <http://ifskb.com/sacwis/>. If you have not done so, please encourage staff to visit the site. "How to" articles are updated/posted regularly along with training webinars. Additional tools are also available to start discussion groups and communication with other county SACWIS users.

FFY2012 Monthly Visitation ~ While Ohio is currently meeting the target goal (90%) for visiting children in out-of-home care each month, please continue to work with your staff and courts to ensure visits occur and are entered timely as the federal fiscal year does not end until September 30, 2012. The monthly visitation report in BIC continues to provide counties with ways to measure monthly performance. The annual BIC report has been revised and is currently in testing (the new federal measurement methodology is also incorporated into ROM reports). **Please remember Ohio will lose IV-B revenue if the annual goal is not met. If your county needs assistance with monitoring compliance and/or understanding SACWIS functionality, please contact the SACWIS Help Desk.**

Court Custody Episodes/Legal Status ~ Enhancements were successfully deployed in Build 1.119. If you have not yet reviewed applicable knowledge base articles and training webinars, please do so at the following links:

- ✓ <http://www.youtube.com/watch?v=1tHNkOGPrCg&feature=plcp>
- ✓ Recording a Legal Status and Custody Episode
<http://jfskb.com/sacwis/index.php/case/91-court/352-recording-a-legal-status-and-custody-episode>
- ✓ Recording a Court Ruling with a Legal Status
<http://jfskb.com/sacwis/index.php/case/91-court/351-recording-a-court-ruling-record-with-a-legal-status>

Private Foster Care and Adoption Agency Roll Out ~ Phase 1 roll out began March 1 and 73 private agencies now have SACWIS access to record training, process stipend allowance reimbursements and record acceptance characteristics. The SACWIS team continues to partner with agencies to ensure information is updated timely (thanks for the feedback and collaboration). Recorded webinars and articles are at <http://jfskb.com/sacwis/index.php/privates>.



Department of Job and Family Services

John R. Kasich, Governor
Michael B. Colbert, Director

Family, Children and Adult Services Procedure Letter No. _____

TO: Family, Children and Adult Services Manual Holders

FROM: Michael B. Colbert, Director

SUBJECT: Title IV-E Foster Care Expenditure Report – JFS 04281

This procedure letter is to inform PCSAs that the JFS 04281 (Children Services Quarterly Statistical Report) processed through the Statewide Automated Child Welfare Information System (SACWIS) for the data period January – March 2012 should not be used for the April – June 2012 Cost Quarter due to additional needed fixes that were discovered.

The JFS 04281 “Children Services Quarterly Statistical Report” (rev. 2/2010) and the JFS 04281-I “Instructions for completing JFS 04281 Children Services Quarterly Statistical Report” (rev. 2/2010) have been reinstated on the Ohio Department of Job and Family Services, Forms Central web site for use until further notice.

INSTRUCTIONS:

The following chart identifies what materials should be inserted in the Family, Children and Adult Services Manual (FCASM).

Table with 3 columns: LOCATION, REMOVE AND FILE AS OBSOLETE, INSERT/REPLACEMENT. Row 1: PROCEDURE LETTERS, (empty), FCASPL No. _____

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Ohio Department of Job and Family Services
CHILDREN SERVICES QUARTERLY STATISTICAL REPORT

County	Quarter Ending (M/YR)
Prepared By	Telephone Number
Date Prepared	FAX Number
Email Address	

Part One: Independent Living Services for Children in Custody

Category of Service Provided	Number of Children Served (Column A)	Expenditures Paid Out for Services Provided (Column B)
1. Daily Living Skills		
2. Decision making/Communication Skills		
3. Education Assistance		
4. Career Development		
5. Employment Assistance		
6. Health Care		
7. Self Image/Self Confidence Development		
8. Support System		
9. Other (Specify)		
10. Total (Sum of Lines 1-9)	0	\$0.00
11. Unduplicated Number of Children Served		
12. Number of Children Emancipated during the Quarter		

Part Two: Independent Living Services for Emancipated Youth

Category of Service Provided	Number of Children Served (Column A)	Expenditures Paid Out for Services Provided (Column B)
1. Daily Living Skills		
2. Education Assistance		
3. Assistance in Preparation for Post Secondary Education and Training		
4. Assistance with Career Explorations, Vocational Training, Job Placement, and Retention		
5. Preventative Health		
6. Counseling		
7. Support Systems		
8. Drug and Alcohol Abuse Prevention and Treatment		
9. Room and Board:		
a. Rent Assistance		
b. Initial Rent Deposit		
c. Utilities		
d. Utility Deposits		
10. Other (Specify)		
11. Total (Sum of Lines 1-10)	0	\$0.00
12. Unduplicated Number of Emancipated Youth Served		

County	Quarter Ending (M/YR)
Prepared By	Telephone Number
Date Prepared	FAX Number
Email Address	

Part Three: Title IV-E Foster Care Summary

Population Served	Number of Children*
1. Title IV-E and Non Title IV-E Children	
a. Children in Substitute Care Placements	
b. Children with Subsidized Adoption Maintenance Agreements	
c. Total IV-E and non IV-E Children (Sum 1a and 1b)	0
2. Title IV-E Only Children	
a. Children who are program eligible for Title IV-E Foster Care Maintenance (FCM)	
b. Children who are program eligible for Title IV-E Adoption Assistance (AA)	
c. Total IV-E Only Children (Sum 2a and 2b)	0
3. Non Title IV-E Children in Living Arrangments with Incomes less that 200% of	
a. Children in substitute care not eligible for Title IV-E FCM, but eligible for Title XX	
b. Children with subsidized adoption maintenance agreements who are not eligible	
4. Title IV-E Pending Children	
a. Children in substitute care with pending Title IV-E applications	

Part Four: Staff Counts

1. Staff Count for <i>Stand Alone Agencies</i>	
a. Identify the total number of staff employed by the agency	
b. Identify the total number of child welfare staff and their immediate supervisors employed by the agency	
2. Staff Count for <i>Combined Agencies</i>	
a. Identify the total number of staff in the Social Services (SS) cost pool	
b. Identify the total number of child welfare caseworker staff and their immediate supervisors employed by the agency	

Part Five: In-Home Cases

1. In-Home Child Welfare/Protective Supportive Services Cases	
a. Identify the total number of In-Home Child Welfare/Protective Supportive Services Cases.	
b. Identify the total number of In-Home Child Welfare/Protective Supportive Services Cases eligible for TANF.	
c. Are the above included in your county agency's PRC Plan?	

*Number of youth and children in the child census and data reported on the last business day of each calendar quarter.

SUBMITTAL INSTRUCTIONS

These data are compiled by the PCSA and must be entered into the Quic+ system each quarter by the 20th of the month following the report quarter (i.e., January 20, April 20, July 20, and October 20). If this date falls on a weekend or holiday, the JFS 04281 must be entered on the first business day following the weekend or holiday. The reports can be amended and resubmitted in the Quic+ system up to 30 days from the first set of preliminary reports issued from County Finance Information System (CFIS).

Questions regarding this report can be directed to the office of Families and Children, Bureau of Fiscal Accountability, at (866) 886-3537, option number 4.

Ohio Department of Job and Family Services
**INSTRUCTIONS FOR COMPLETING JFS 04281,
CHILDREN SERVICES QUARTERLY STATISTICAL REPORT**

BACKGROUND

Independent living services shall be provided to each youth in the custody of a PCSA or PCPA between the ages of sixteen to eighteen years old. PCSAs and PCPAs must identify the programs and life skill services that will be provided to assist the child in preparation for transition from substitute care to independent living. Independent Living services may be provided to a youth under the age sixteen when the PCSA or PCPA deems services to be appropriate. Specific component services and activities may include supervised practice living and post-foster care independent living services.

Placement of a youth that is in the custody of an agency into an independent living arrangement may be made by a PCSA or any custodial agency certified to provide independent living arrangements pursuant to rule 5101:2-5-03 of the Administrative Code.

Each PCSA shall provide when requested, a range of services and support to former foster care recipients who emancipated from the agency's custody due to attaining age 18. The agency is required to evaluate the current needs of the young adult to determine the range of services to be provided. Services and support are to complement the young adult's own efforts to achieve self-sufficiency, and are to be provided as needed up to his or her 21st birthday.

The Children Services Quarterly Statistical Report (JFS 04281) is a necessary component in computing Children Services statistics. All items must be completed to support annual federal mandated children's reports and quarterly Title IV-E Foster Care Statistical and Expenditure reports.

GENERAL INSTRUCTIONS

This form is accessible through <http://www.odjfs.state.oh.us/forms/index.asp>

Please enter the following general information for county identification purposes:

- Date the report was completed.
- County name.
- Quarter and year for the time period covered by the report.
- Full name of the person who prepared the report.
- Telephone number, including applicable extension, of the person completing the report.
- An electronic mail address for the person completing the report.
- FAX number for the agency submitting the report.

DEFINITIONS OF TERMS

Adoption Assistance - An individual entitlement providing financial assistance to special needs children who meet the eligibility requirements in Chapter 5101:2-49 of the Administrative Code and have been placed for adoption or are living with parents who have legally adopted them.

Assessment/Plan Development - Where appropriate, development of a written transitional independent living plan based upon an assessment of the needs of each child sixteen and over which is incorporated into the child's case plan.

Career Development - Assist youth in structuring their present and future career decisions to maximize their effectiveness, meet youths request for additional career development.

Career Exploration – Assist youth in assessing and identifying job training, placement and retention.

Children in Substitute Care Placements - A person under eighteen years of age or a mentally or physically handicapped person under twenty-one years of age who is placed in care apart from their parent or guardian, while the child's custody is held by a PCSA or PCPA.

Children in Substitute Care with Pending Title IV-E Application - The number of children for whom the PCSA is still in the process of determining Title IV-E foster care eligibility.

Children with Subsidized Adoption Maintenance Agreements - A child for whom a maintenance payment was made from the State Adoption Maintenance Subsidy (SAMS).

Counseling - Providing advice and guidance to youth in the following areas: financial, housing, employment, education and self-esteem.

Daily Living Skills - Counseling and instruction in basic living skills, such as: securing and maintaining a residence (e.g., landlord/tenant rights and responsibilities, basic home maintenance); basic home maintenance (e.g., food preparation, nutrition, cleaning, laundry and home safety); shopping (e.g., purchasing food, household supplies, clothing); money management (e.g., budgeting, banking, maintaining a savings account, taxes); utilization of community services and systems (e.g., libraries, accessing assistance programs); accessing and utilizing transportation (e.g., how to obtain a driver's license and insurance, public transportation); utilization of leisure time; personal care, hygiene, and safety; pregnancy prevention and/or parenting skills; and/or time management.

Decision Making/Communication Skills - Counseling and other assistance in effectively conveying information.

Drug and Alcohol Abuse Prevention and Treatment - Any activity related to the prevention of drug and alcohol abuse.

Educational/Vocational Assistance - Counseling and other similar assistance related to educational and vocational training, preparation for a General Equivalency Diploma (GED), or for higher education, job readiness, job search assistance, and placement programs.

Educational Assistance for Emancipated Youth - Any activity related to assisting the young adult in pursuing and maintaining post secondary education or training.

Employment Assistance - Assistance to a youth in securing employment, and providing a youth with the tools necessary for maintaining employment.

Foster Care Maintenance - This is an entitlement for financial assistance for board and care of a child who meets the eligibility requirements contained in Chapter 5101:2-47 of the Administrative Code, who are in the placement and care of a Title IV-E agency and are in an approved substitute care placement; i.e., family foster homes (FFH), relative homes (RH), prefinalized adoptive homes (PAH), group homes (GH), maternity homes (MH), children's residential centers (CRC) and purchased family foster care (PFFC).

Health Care - Planning for ongoing and emergency personal health care needs, including education about avoidance of drug and alcohol abuse, risky sexual behavior, and smoking.

Independent Living - An arrangement in which a child age sixteen years or older resides and is partially or fully responsible for his individual living environment.

Number of Children - The child census and data reported on the last business day of each calendar quarter.

Preparation for Post Secondary Education and Training – Assistance shall be provided to youth that are seeking higher education.

Room and Board - A PCSA may use up to 30% of their Independent living funds to provide room and board services to young adults between the ages of 18 to 21 years of age. This includes rent assistance, rent deposits, utilities and utility deposits.

Self-Esteem/Self Confidence Development - Individual and group counseling skills, workshops and conferences for improved self-esteem and self confidence, and interpersonal, and social skills training and development.

Support System - Involvement of relatives, mentors, and care givers in the development of the child's independent living skills; and training youth in decision-making, planning, and time management.

Other – Any other activity that supports the services listed in part 1 and part 2 of the JFS 04281.

PART 1: INDEPENDENT LIVING SERVICES FOR CHILDREN IN CUSTODY

Independent living services shall be provided to each youth in the custody of a PCSA or PCPA who has attained the age of sixteen to prepare them for the transition from agency custody to self-sufficiency. Independent living services may be provided to a youth under age sixteen when the PCSA or PCPA deems services to be appropriate. When determining the appropriateness of independent living services for youth under sixteen years of age, the PCSA or PCPA shall consider the likelihood the youth will remain in agency custody until the youth's eighteenth birthday.

Independent living services for children in custody is used to collect statistical and expenditure information to support preparation of the federal mandated Annual Report on Independent Living Initiatives required by the Administration for Children and Families (ACF) independent living initiatives on or before December 31 of each year.

If services provided are not captured in lines 1 through 8, specify the service(s) on line 9. Lines 1 through 9 and Columns A and B are to be completed for independent living services provided to children who are (1) in substitute care; (2) have attained the age of 16 through 18, or who are age 18 and full time students in a secondary school or an equivalent technical program and will have completed the program before reaching age 19.

Expenditures must have been properly charged against the independent living initiative county allocations.

Room or board expenditures for children receiving independent living initiative services are not to be reported. Also, independent living initiative funds are not to be used to meet the county's nonfederal share of federal Title IV-B or Title IV-E allowable services.

Do not report on this form any indirect costs or capital expenditures.

Column A. Number of Children Served: Enter the number of children provided in each of the categories of services listed on Lines 1 through 9 for the report quarter.

Column B. Total Quarterly Expenditures Paid Out: Enter the total amount of expenditures claimed for independent living services to children by category of service. NOTE: Please make sure that all expenditures tabulated for this report and entered into Column B are at the 100% level of actual costs. Please do not report any data at the level of FFP expected from the federal government. The amount reported in Column B should agree with the amount reported on the JFS 02820 Children Services Monthly Financial Statement.

Line 10. Total (Sum of Lines 1 through 9): Enter the sum of Lines 1 through 9 for both Columns A and B.

Line 11. Unduplicated Number of Children: Enter the unduplicated number of children provided independent living services for the report quarter. The child should be counted only once in determining the unduplicated count, regardless of how many services each child may have received during the quarter.

Line 12. Number of Children Emancipating During the Quarter: Enter the number of youth who emancipated from agency custody due to attaining 18 years of age during the reporting quarter.

PART 2: INDEPENDENT LIVING SERVICES FOR EMANCIPATED YOUTH.

All PCSAs shall report applicable independent living services information for young adults as described in rule 5101:2-42-19.2 of the Administrative Code, and any other information deemed necessary by the director of ODJFS, as required in rule 5101:2-33-05 of the Administrative Code to the family and children services information system (FACSIS) and/or the statewide automated child welfare information system (SACWIS).

Each PCSA shall, when requested, provide services and support to former foster care recipients, who emancipated from that agency's custody due to attaining 18 years of age. A PCSA shall evaluate the strengths and needs of the young adult to determine the services to be offered. The services and supports are to complement the young adult's own efforts to achieve self-sufficiency, and shall be available until the young adult's twenty-first birthday. Independent Living Services for emancipated youth is used to collect statistical and expenditure information to support the Chafee Initiative outcome measures.

If services provided are not captured in lines 1 through 9, specify the service(s) on line 10. Lines 1 through 10 and columns A and B are to be completed for independent living services provided to youth who are (have) emancipated from care; (2) are between the ages of 18-21; and request services from a PCSA

Column A. Number of Youth Served: Enter the number of emancipated youth who were provided services in each of the categories listed on lines 1 through 10 for the report quarter.

Column B. Total Quarterly Expenditures Paid Out: Enter the total amount of expenditures claimed for independent living initiative services to emancipated youth by category of service. All expenditures tabulated for this report and entered into Column B are at the 100% level of actual costs. Please do not report any data at the level of FFP expected from the federal government.

The amount reported in Column B should agree with the amount reported on the JFS 02820 Children Services Monthly Financial Statement.

Line 9- (a), (b), (c), (d). A PCSA may use up to thirty per cent of its federal independent living allocation for room and board for eighteen to twenty-one year old emancipated young adults.

Line 10. Other (specify): Specify any independent living service(s) provided for emancipated youth, but which are not captured elsewhere in this part of the report.

Line 11. Total (Sum of Lines 1 through 10): Enter the sum of Lines 1 through 10 for both Columns A and B.

Line 12. Unduplicated Number of Emancipated Youth served: Enter the unduplicated number of emancipated youth provided independent living services for the report quarter. Each youth should be counted only once in determining the unduplicated count, regardless of how many services each child may have received during the quarter.

PART 3 TITLE IV-E FOSTER CARE SUMMARY

The Title IV-E Foster Care Summary reports census information concerning the total number of children who were in substitute care or receiving adoption assistance and what portion of those populations were IV-E eligible. Data reported supports, in part, the allocation of PCSA administrative costs to the various IV-E programs, and provides census data of general interest to the public. The number of children to be reported is based on the child head count census on the last day of each calendar quarter.

Line 1 - Total Population - Title IV-E and Non-Title IV-E Children

Line 1 (a). Children in Substitute Care Placements: Provide the total number of children who were in out-of-home care on the last day of the calendar quarter which is the subject of the report. The number should

include all children regardless of IV-E eligibility status or whether the care setting was compensated or uncompensated. Include AWOL children in the count so long as the PCSA still has custody of the child.

Line 1 (b). Children with Monthly Subsidized Adoption Maintenance Agreements: Provide the total number of children with a subsidized adoption maintenance agreement on last day of the calendar quarter which is the subject of the report. The number should include all children with IV-E adoption maintenance agreements, and all children with state adoption maintenance agreements. In reporting the total number of children, include children who assistance agreement does not presently provide a cash subsidy but does include medical assistance.

Line 1 (c). Total IV-E and Non IV-E Children: Enter the sum of Lines 1(a) and 1(b) on Line (c) for the total number of Title IV-E and Non IV-E children.

Line 2 - Title IV-E Only Children

Line 2 (a). Children who are program eligible for Title IV-E Foster Care Maintenance (FCM): Provide the total number of children who were program eligible for IV-E foster care maintenance on the last day of the day of the calendar quarter which is the subject of the report. The number should include all IV-E foster care eligible children regardless of whether the care setting was compensated or uncompensated, or SSI eligibility negated reimburseability. Include IV-E eligible AWOL children in the count so long as the PCSA still has custody of the child.

Line 2 (b). Children who are program eligible for Title IV-E Adoption Assistance (AA): Provide the total number of children with a IV-E subsidized adoption maintenance agreement on last day of the calendar quarter which is the subject of the report. The number should include all children with IV-E adoption maintenance agreements. In reporting the total number of children, include children who assistance agreement does not presently provide a cash subsidy but does include medical assistance. Do not include children who are solely receiving a non-recurring cost subsidy.

Line 2 (c). Total IV-E only Children: Enter the sum of Lines 2(a) and 2(b) on Line 2(c) for the number of Title IV-E only children.

Line 3 - NON TITLE IV-E CHILDREN IN LIVING ARRANGEMENTS WITH INCOMES LESS THAN 200% OF POVERTY LEVEL

Line 3(a). Children in substitute care not eligible for Title IV-E FCM, but eligible for Title XX: Of the number reported Line 1(a) above, provide the number of children who were in substitute care and not program eligible for IV-E foster care maintenance, but were in living arrangements, at the time of removal, with incomes less than 200% of poverty on the last day of the calendar quarter which is the subject of the report. Documentation to substantiate income at or below 200% of poverty may include IV-E Applications (for non-eligible IV-E children), Medicaid eligibility or other county defined methods.

Line 3(b). Children with subsidized adoption maintenance agreements who are not eligible for Title IV-E AA but eligible for Title XX: Of the number reported in Line 1(b) above, provide the number of children with a subsidized adoption maintenance agreement who were not program eligible for IV-E Adoption Assistance but were in living arrangements with incomes less than 200% of poverty on the last day of the calendar quarter which is the subject of the report. Documentation to substantiate income at or below 200% of poverty may include IV-E Applications for non-eligible IV-E children, Medicaid eligibility, State Adoption Maintenance Subsidy applications or other county defined methods.

Line 4 - Title IV-E Pending Children

Line 4(a). Children in substitute care with pending Title IV-E applications: Report the number of children that are in substitute care that have a pending Title IV-E application at the end of the quarter. These children should also be included in Line 1(a) above.

The numbers of eligible children reported in Part 2 need to reconcile with the numbers of program eligible children reported to Family, Adult and Children Services Information System (FACSIS) as of the 15th of the month following the report quarter. Note: the average quarterly number of eligible children reported in Part 2 will be compared to FACSIS data.

A child should be counted only once in the total number of children for Section 1 in substitute care, Line 1(a), or receiving subsidized adoption maintenance, Line 1 (b). If a child is IV-E eligible only, count the child once as eligible for FCM, Line 2(a) or AA, Line 2(b). Examples: An adoptive child currently in temporary custody should be counted as in a subsidized adoption, Line 1 (b), and if TV-E eligible, as receiving AA, Line 2(b). Dual eligible children or those eligible for the State Adoption Maintenance Program and for AA should be transferred to the IV-E AA program. As such, they should be counted once in Section 1 with adoption maintenance subsidies in Line 1(b) and once in Section 2 for children who are eligible for AA in Line 2(b). Children who are only receiving a one-time subsidy where the agency is not managing an ongoing maintenance agreement should not be reported in these statistics.

PART 4 STAFF COUNT

Part 4 will be used by ODJFS to calculate the amount of IV-B Part I and IV-B Part I Administration that can be charged to the non-allocated costs on each county's Certification of Funds Worksheet, subject to each county's total IV-B Part I allocations. Data reported in (b) below will be divided by the data reported in (a) for lines 1 and 2 respectively. The percentage derived from this calculation will be used by ODJFS to calculate the amount of the non-allocated costs on each county's certification of funds worksheet that can be charged to their Title IV-B Part I allocation. The difference between this percentage and 100% will identify the amount of the non-allocated costs on each county's certification of funds worksheet that can be charged to their Title IV-B Part I Administration allocation.

Line 1 - Staff Count for Stand Alone Agencies

Line 1(a). Identify the total number of staff your agency employed.

Report the total number of staff employed by your agency during the last full pay period which is the subject of the report. For part-time employees, include these employees as a percentage based on the amount of time they normally work in a forty (40) hour work week or eighty (80) hour bi-weekly pay period.

Line 1(b). Identify the total number of child welfare staff and their immediate supervisors your agency employed.

Report the total number of child welfare staff who had a case load providing direct child welfare services and their immediate supervisors who supervise these staff in the provision of providing direct child welfare services during the last full pay period, which is the subject of this report. For part-time employees, include these employees as a percentage based on the amount of time they normally work in a forty (40) hour work week or eighty (80) hour bi-weekly pay period.

Do not include employees of the agency in 5(a) or 5(b) if your agency operates a residential center or group home and the employees salary costs are reported on the JFS 02911 "Single Cost Report."

Line 2- Staff Count for Combined Agencies

Line 2(a). Identify the total number of staff in the Social Services (SS) cost pool.

Report the total number of staff employed by your agency during the last full pay period, which is the subject of this report, and whose salary costs were reported in the Social Services Cost Pool. For part-time employees, include these employees as a percentage based on the amount of time they normally work in a forty (40) hour work week or eighty (80) hour bi-weekly pay period.

Line 2(b). Report the total number of child welfare staff who had a case load providing direct child welfare services and their immediate supervisors who supervise these staff in the provision of providing direct child welfare services during the last full pay period, which is the subject of this report, and whose salary costs were reported in the Social Services Cost Pool.

Do not include employees of the agency in 6(a) or 6(b) if your agency operates a residential center or group home and the employees salary costs are reported on the JFS 02911 "Single Cost Report."

PART 5 In-Home Cases

If the agency is a stand alone Public Children Services Agency/Children Services Board or if the Children Services Agency is combined with the County Department of Job and Family Services and the agency does not wish to use Temporary Assistance For Needy Families (TANF) funds to cover their non-allocated costs on their Certification of Funds Worksheet, the answers to the following questions should state "N/A". If the Children Services Agency is combined with the County Department of Job and Family Services and the agency does want to use TANF funds to cover their non-allocated costs on their Certification of Funds Worksheet, the following questions need to be completed.

Line 1(a). Identify the total number of In-Home Child Welfare/Protective Supportive Services Cases.

Provide the total number of children with an In-Home Child Welfare/Protective Supportive Services case on last day of the calendar quarter which is the subject of the report. This number should include all children not in the custody of the agency where the agency is providing services to the child through the provision of a case plan and should include all children who are in the Temporary Custody of the agency but have been placed in their own home to live with the parents pending court action to return custody to the family.

Line 1 (b). Identify the total number of In-Home Child Welfare/Protective Supportive Services Cases eligible for TANF.

Provide the total number of children with an In-Home Child Welfare/Protective Supportive Services case on last day of the calendar quarter which is the subject of the report. The number should include all children not in the custody of the agency where the agency is providing services to a minor child who resides with a parent, specified relative, legal guardian or legal custodian through the provision of a case plan and should include all children who are in the Temporary Custody of the agency but have been placed in their own home to live with the parents pending court action to return custody to the family who in both instances are at 200% of poverty as documented by a PRC application or who meet the poverty level as outlined in the county JFS PRC plan if it is different.

Line 1(c). Are the above included in your county agency's PRC Plan?

Provide a "Yes" or "No" answer which will identify if the children being reported on are included in the county JFS's PRC plan.

SUBMITTAL INSTRUCTIONS

Counties must submit a report even if no children are in foster care.

These data are compiled by the PCSA and must be entered into the QuIC+ system each quarter by the 20th of the month following the report quarter (i.e., January 20, April 20, July 20, and October 20). If this date falls on a weekend or holiday, the JFS 04281 must be entered on the first business day following the weekend or holiday. The reports can be amended and resubmitted in the QuIC+ system up to 30 days from the first set of preliminary reports issued from County Finance Information System (CFIS).

Questions regarding this report can be directed to the Office for Families and Children, Bureau of Administration and Fiscal Accountability, at (866) 886-3537, option number 4.



SACWIS

WHAT IS SACWIS?

SACWIS is Ohio's Statewide Automated Child Welfare Information System, developed and implemented by ODJFS in partnership with the eighty-eight PCSAs. SACWIS is a comprehensive Case Management System to help county staff manage their workloads and provide accurate and current data to assist in decision-making and program modification. It meets state and federal quality assurance and reporting requirements, such as AFCARs. SACWIS is the official record for all child welfare cases in Ohio.

WHERE CAN I FIND HELP WITH USING SACWIS?

1. SACWIS Knowledge Base: Use the SACWIS Knowledge Base to search for articles and/or training videos related to the subject you need assistance with:
 - Navigate to the SACWIS Knowledge Base at <http://jfskb.com/sacwis/>

The screenshot shows the SACWIS Knowledge Base interface. A search bar is located at the top left. A navigation menu at the top includes 'Intake', 'Case', 'Provider', 'Financial', and 'Administration'. A 'Main Menu' on the left lists 'Home', 'Training Videos', 'Important Links', and 'Privacy Policies'. A central article titled 'Recording a Living Arrangement' is featured. A 'Most Read Articles' section lists various topics. A 'Latest Articles' section is at the bottom. A calendar for February 2012 and 'Coming Events' are on the right. Five callout boxes with arrows point to specific features: 'Use the search to find articles' points to the search bar; 'Click on one of the five SACWIS sections to read related articles' points to the top navigation menu; 'Watch training videos here' points to the 'Main Menu' link; 'See the latest article additions here' points to the 'Latest Articles' section; and another callout points to the featured article.

2. Contact your agency "SACWIS Point of Contact" and/or "SACWIS Super User" for SACWIS technical assistance: County staff are encouraged to contact the County SACWIS Point of Contact if assistance from the SACWIS Help Desk is needed. A list of SACWIS Coordinators for each county may be found at this link: <http://jfskb.com/sacwis/index.php/general-info/340-sacwis-coordinators>

HOW CAN I FIND OUT MORE ABOUT SACWIS?

- Explore the newly updated SACWIS Knowledge Base at <http://jfskb.com/sacwis/>
- Read about new SACWIS initiatives on the SACWIS Home Page at <http://jfs.ohio.gov/sacwis/>
- Arrange to meet with a SACWIS super user at your agency